

Fresh Products Branch Directive

FPB-405
8/25/94

COMPLETING THE FEDERAL-STATE COOPERATIVE AGREEMENT MONTHLY FINANCIAL REPORT, FORM FV-218

I. PURPOSE

This directive provides instructions to Federal Supervisors and Federal-State (F/S) office personnel for completing the Federal-State Cooperative Agreement, Monthly Financial Report, Form FV-218, used to document financial obligations under cooperative agreements between the USDA, Agricultural Marketing Service (AMS) and cooperating agencies. The information reported on this form enables the AMS, Fresh Products Branch (FPB) to manage the fiscal accounts of the USDA Shipping Point Inspection/Cooperative Market (SPI/CM) Program.

II. INSTRUCTIONS FOR COMPLETING SECTION ONE: CREDITS DUE USDA/AMS

The following step-by-step instructions provide guidance on how to properly credit USDA/AMS for assessment on Cooperator inspection fees, for salaries paid to Federal inspectors for which the Cooperator is to reimburse the USDA, and for other payments owed by the Cooperator to USDA/AMS according to the cooperative agreement.

A. Assessment On Cooperator Inspection Fees.

Figure 1

(A)ASSESSMENT ON COOPERATOR INSPECTION FEES:				
1 SHIPPING POINT INSPECTION FEES:.....	\$	a	e	b t = \$ c
2 SHIPPING POINT INSPECTION FEES PER CONTRACT (SPECIFY)				
	\$	a	e	b t = \$ c
3 FARMERS' STOCK PEANUT INSPECTION FEES:.....	\$	a	e	b t = \$ c
4 PROCESSING INSPECTION FEES:.....	\$	a	e	b t = \$ c
5 INSPECTOR-WEEKS FOR PROCESSING INSPECTOR(S)...	\$	a	e	b t = \$ c
6 COOPERATIVE MARKET INSPECTION FEES:.....	\$	a	e	b t = \$ c
7 COOPERATIVE MARKET INSPECTION FEES COLLECTED BY USDA/AMS: \$		a	e	b t = \$ c
8 INSPECTION FEES CHARGED OTHER FVD BRANCHES:...	\$	a	e	b t = \$ c
9 TOTAL ASSESSMENT ON INSPECTION FEES:.....	\$			

Each of the numbered headings in Figure 1 above corresponds with the numbered instructions below, and each of the letters on the blank above corresponds with the corresponding lettered instruction below.

1. Shipping Point Inspection Fees:

a. Total amount of inspection fees collected by the Cooperator for shipping point work (excluding contract,

Distribution: HQ, RG, and FS

Originating Office: Program Operations and Review Section

File Maintenance Instructions: Replaces FPB Directive 405, dated 5/22/90. The beginning and end of revised text is noted by four astericks.

processing, and other inspections assessed at a rate different than that for shipping point). In computing the total fees, include only the base portion of all premium fees (for overtime or holiday work) collected from the vendors.

If the Cooperator is to pay a set amount, according to the cooperative agreement, enter that amount on blank a. If the Cooperator is to pay a set amount per quarter, enter one-third of that amount on blank a of each of the FV-218s submitted for that quarter.

b. The assessment rate to be applied to the shipping point inspection fees collected by the Cooperator in accordance with the cooperative agreement.

c. The assessment on shipping point inspection fees (multiply a and b).

2. Shipping Point Inspection Fees Per Contract

(specify): If shipping point work is conducted under contract, enter the name of the commodity agreement on the blank provided. If the Cooperator has more than one commodity agreement, an attachment listing the commodities and inspections fees collected is necessary (see Exhibit A for an example).

a. Total amount of inspection fees collected by the Cooperator for shipping point work conducted under that commodity agreement.

b. The assessment rate to be applied to the shipping point inspection fees collected by the Cooperator in accordance with the cooperative agreement.

c. The assessment on inspection fees collected for shipping point work conducted under contract (multiply a and b).

3. Farmers' Stock Peanut Inspection Fees: This line is used by Cooperators whose cooperative agreements specify a different rate for Farmers' Stock Peanuts from that for other shipping point inspections.

a. Total amount of fees collected by the Cooperator for inspection work conducted on Farmers' Stock Peanuts.

b. The assessment rate to be applied to Farmers' Stock Peanut inspection work in accordance with the cooperative agreement.

c. The assessment on fees collected for Farmers' Stock Peanut inspection work conducted (multiply a and b).

4. Processing Inspection Fees:

- a. Total amount of inspection fees collected by the Cooperator for processing inspection work.
- b. The assessment rate to be applied to the fees collected by the Cooperator for processing work in accordance with the cooperative agreement.
- c. The assessment on fees collected for processing inspection work (multiply a and b).

5. Inspector-Weeks for Processing Inspector(s): This line is to be used by Cooperators whose cooperative agreements specify that an assessment will be based on the hours spent by the inspector(s) conducting inspections for a plant(s).

- a. Total number of inspector-weeks for processing inspections conducted by State inspectors.
- b. The dollar amount to be applied to each inspector-week in accordance with the cooperative agreement.
- c. The assessment on inspector-weeks for processing inspection work (multiply a and b).

6. Cooperative Market Inspection Fees:

- a. Total amount of inspection fees collected by the Cooperator for cooperative market work performed by cooperator inspectors(excluding inspections conducted for other Federal programs). In computing the total fees, include only the base portion of all premium fees collected for overtime and holiday work.
- b. The assessment rate to be applied to cooperative market inspection fees collected by the Cooperator in accordance with the cooperative agreement.
- c. The assessment on fees collected for cooperative market inspection work (multiply a and b).

7. Cooperative Market Inspection Fees Collected by USDA/AMS: This line applies only to those Cooperators for whom USDA, AMS collects cooperative market fees.

- a. Total amount of fees collected by USDA, AMS for cooperative market inspections (amount to be reimbursed to the Cooperator recorded in Section II, Part A).

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b. The assessment rate to be applied to the cooperative market inspection fees collected by USDA, AMS in accordance with the cooperative agreement.

c. The assessment on fees collected by USDA, AMS for cooperative market inspection work (multiply a and b).

8. Inspection Fees Charged Other FVD Branches:

a. Total amount of fees to be collected by USDA, AMS to reimburse the Cooperator for inspections conducted for Processed Products Branch (PPB), PACA Branch (PACA), Marketing Order Administration Branch (MOAB), or any other branch of the Fruit and Vegetable Division (FVD) of AMS. A Form FV-213, Services Rendered to Other FV Division Branches, should be completed and attached to the Monthly Financial Report, Form FV-218 (see Directive FPB-402 for instructions on how to complete Form FV-213). The amount reported on this line will be the same amount reported in Section II, Part B, line number 1.

b. The assessment rate to be applied to cooperative market inspection fees collected by the Cooperator in accordance with the cooperative agreement.

c. The assessment on fees collected for cooperative market inspection work conducted for other FVD branches (multiply a and b).

9. Total Assessment on Inspection Fees: Total of assessments on inspection fees collected during the month (add the amounts entered on blank c of each heading).

B. Reimbursable Payments Advanced by USDA.

Figure 2

(B) REIMBURSABLE PAYMENTS ADVANCED BY USDA:

1 SALARY & BENEFITS OF FEDERAL INSPECTORS UTILIZED TO PERFORM COOPERATIVE MARKET INSPECTIONS (SUBMIT ATTACHMENT WITH CALCULATIONS OF COSTS):

a. FEDERAL INSPECTORS:

NAME _____ (1) _____	\$ _____ (2) _____
NAME _____	\$ _____
NAME _____	\$ _____

b. TOTAL COST OF FEDERAL INSPECTORS' SALARY & BENEFITS:\$ _____

2 COOPERATIVE MARKET INSP. FEES CHARGED BY FED. SUPERVISOR: \$ _____ @ 92¢ \$ _____

3 COOPERATIVE MARKET EXPENSES CHARGED BY FED. SUPERVISOR:\$ _____

4 MISCELLANEOUS EXPENSES (SPECIFY):\$ _____

5 TOTAL PAYMENTS REIMBURSABLE TO USDA/AMS BY COOPERATOR:\$ _____

C TOTAL CREDITS DUE USDA/AMS

\$ _____

Each of the numbered headings in Figure 2 above corresponds with a numbered instruction below. Each subheading indicated by a letter above corresponds with a lettered instruction

Fresh Products Branch Issuance Change

CHANGE TO:	<input checked="" type="checkbox"/> DIRECTIVE	<input type="checkbox"/> BULLETIN
NUMBER	TITLE	CHANGE DATE
FPB-405	Completing the Federal-State Cooperative Agreement Monthly Financial Report, Form FV-218	9/21/94

PURPOSE OF CHANGE

Previous issuance dated 8/25/94 does not denote revised text.

DESCRIPTION OF CHANGE

Pages 5 through 7 have been revised to include four asterisks at the beginning and end of revised text.

FILE MAINTENANCE INSTRUCTIONS

Remove Pages 5 through 7, dated 8/25/94 and replace with Pages 5 through 7, dated 9/21/94.

Distribution: HQ, RG, and FS

Originating Office: Program Operations and Review Section

below. Each of the numbers in parentheses above corresponds with a numbered instruction in parentheses below.

1. Salary & Benefits of Federal Inspectors Utilized to Perform Cooperative Market Inspections: Whenever the salary and benefits of a Federal inspector are to be reimbursed to USDA, AMS according to the cooperative agreement, an attachment must be submitted with the FV-218 outlining the following for each Federal inspector: (See Exhibit B for an example.)

**** a) Name of Federal Inspector. Show name of the Federal Inspector and the period during which the inspection(s) or other work for the Cooperator was performed.

b) Salary Computation. Show the following computations.

1) Regular Salary: Number of working days at the amount of Federal salary regularly earned by the inspector each day equals the total regular salary for the period worked;

2) Overtime: Number of hours of overtime at the inspector's overtime hourly rate equals the total overtime pay earned by the inspector during the period;

3) Holiday: Number of hours of work on a holiday at the inspector's holiday hourly rate equals the total holiday pay earned by the inspector during the period.

4) Total: Add the totals to determine the amount of salary earned by the Federal inspector during the period in which he/she performed cooperative market inspections.

c) Benefits Computations. Show the following computations.

1) Health Insurance: Cost of health insurance coverage per day multiplied by the number of days worked by the Federal inspector equals the total health insurance cost to be reimbursed.

2) Life Insurance: Cost of life insurance coverage per day multiplied by the number of days worked by

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the Federal inspector equals the total life insurance cost to be reimbursed.

3) Retirement: Amount contributed towards retirement by the USDA for the period during which the Federal inspector worked.

4) Total: Add the total to determine the total cost of benefits for the period worked.

d) Total Computation. The amount advanced by USDA, AMS for the total salary and benefits of the Federal inspector during the period he/she worked for the Cooperator.

2. Federal Inspectors.

a) Name. Name of the Federal inspector(s) who conducted work for the Cooperator during the reporting period. If there are more than three Federal inspectors, enter all names, placing a slash mark (/) between them.

b) Total salary and benefits for the Federal inspector(s) named (sum on the attachment for the Federal inspector(s)). If there are more than three Federal inspectors, add the total salary and benefits for each inspector and enter this amount on the blank.

c) Total Cost of Federal Inspectors' Salary and Benefits: Sum of the total salary and benefits cost of the Federal inspector(s) named (add amounts entered on blank (2)).

3. Cooperative Market Inspection Fees Charged By Federal Supervisor: When a Federal Supervisor performs receiving market inspections in Federal-State markets within the State, the Cooperator shall collect and reimburse the Federal Agency 92 percent of the fees collected.

4. Cooperative Market Expenses Charged By Federal Supervisor: When a Federal Supervisor incurs travel expenses while performing receiving market inspections in Federal-State markets within the State and such expenses are paid by the Federal Agency, the State Agency shall reimburse an amount equal to the travel expenses paid for such inspections. ****

5. Miscellaneous Expenses (specify): Expenses other than salary and benefits or travel are to be specified, itemized and recorded on the blank provided. Similar items may be accounted for together. Example:

"50 inspection buckets @ \$12 each"

If there are more than two types of miscellaneous expenses, the items can be recorded on the same line with the costs of each in parentheses. Example:

"5 thermometers (\$52) + potato bags (\$85)"

If there is not enough space on the blank to itemize all expenses, an attachment should be submitted.

The total miscellaneous expense or, if there is more than one type of expense, the sum of the costs reported in the parentheses should be entered on the blank provided.

**** 6. Total Payments Reimbursable to USDA/AMS by Cooperator: The sum of the "Total Cost of Federal Inspectors' Salary & Benefits," the "Cooperative Market Insp. Fees Charged by Fed. Supervisor," the "Cooperative Market Expenses Charged by Fed. Supervisor," and total "Miscellaneous Expenses." ****

7. Total Credits Due USDA/AMS. The sum of the "Total Assessment on Inspection Fees" and "Total Payments Reimbursable to USDA/AMS by Cooperator."

III. INSTRUCTIONS
FOR COMPLETING
SECTION TWO:
CREDITS DUE
COOPERATOR

The following step-by-step instructions provide guidance on how to properly credit the Cooperator for the reimbursement of cooperative market fees collected by USDA/AMS and cooperative market commercial expenses; for the reimbursement of fees and expenses collected by USDA/AMS from other FVD branches; for the reimbursement of collaborator costs and expenses collected by USDA/AMS from Federal market offices; and for other credits due the Cooperator in accordance with the cooperative agreement.

Figure 3

(A) MARKET CREDITS DUE STATE PER AGREEMENT:

1. COOPERATIVE MARKET FEES COLLECTED BY USDA/AMS: \$ _____
2. PLUS COMMERCIAL EXPENSES: \$ _____
3. TOTAL MARKET CREDITS DUE STATE: \$ _____

(B) INSPECTIONS CONDUCTED FOR FV DIVISION BRANCHES (ATTACH FV-213(S) FOR CREDIT)

1. INSPECTION FEES: \$ _____
2. REIMBURSABLE EXPENSES: \$ _____
3. CREDITS DUE STATE PER INSPECTIONS PERFORMED FOR: \$ _____ b _____

(C) INSPECTIONS BY COLLABORATORS FOR FEDERAL MARKET OFFICES (ATTACH FV-214(S) FOR CREDIT):

1. FEDERAL MARKET OFFICES: \$ _____
2. SALARY & BENEFITS COST OF COLLABORATORS: \$ _____
3. TRAVEL EXPENSES INCURRED BY COLLABORATORS: \$ _____
4. TOTAL COLLABORATOR EXPENSE TO FEDERAL MARKET OFFICES: \$ _____

(D) OTHER CREDITS DUE COOPERATOR (SPECIFY): _____

(E) TOTAL CREDITS DUE COOPERATOR: \$ _____

Each of the lettered headings in Figure 3 above corresponds with a lettered heading in the instructions below. Each

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If there are more than two types of miscellaneous expenses, the items can be recorded on the same line with the costs of each in parentheses. Example:

"5 thermometers (\$52) + potato bags (\$85)"

If there is not enough space on the blank to itemize all expenses, an attachment should be submitted.

The total miscellaneous expense or, if there is more than one type of expense, the sum of the costs reported in the parentheses should be entered on the blank provided.

**** 6. Total Payments Reimbursable to USDA/AMS by Cooperator: The sum of the "Total Cost of Federal Inspectors' Salary & Benefits," the "Cooperative Market Insp. Fees Charged by Fed. Supervisor," the "Cooperative Market Expenses Charged by Fed. Supervisor," and total "Miscellaneous Expenses." ****

7. Total Credits Due USDA/AMS. The sum of the "Total Assessment on Inspection Fees" and "Total Payments Reimbursable to USDA/AMS by Cooperator."

III. INSTRUCTIONS FOR COMPLETING SECTION TWO: CREDITS DUE COOPERATOR

The following step-by-step instructions provide guidance on how to properly credit the Cooperator for the reimbursement of cooperative market fees collected by USDA/AMS and cooperative market commercial expenses; for the reimbursement of fees and expenses collected by USDA/AMS from other FVD branches; for the reimbursement of collaborator costs and expenses collected by USDA/AMS from Federal market offices; and for other credits due the Cooperator in accordance with the cooperative agreement.

Figure 3

(A) MARKET CREDITS DUE STATE PER AGREEMENT:	
1. COOPERATIVE MARKET FEES COLLECTED BY USDA/AMS.	\$ _____
2. PLUS COMMERCIAL EXPENSES:	\$ _____
3. TOTAL MARKET CREDITS DUE STATE:	\$ _____
(B) INSPECTIONS CONDUCTED FOR FV DIVISION BRANCHES (ATTACH FV-213(S) FOR CREDIT)	
1. INSPECTION FEES:	\$ _____
2. REIMBURSABLE EXPENSES:	\$ _____
3. CREDITS DUE STATE PER INSPECTIONS PERFORMED FOR: s _____ b _____	\$ _____
(C) INSPECTIONS BY COLLABORATORS FOR FEDERAL MARKET OFFICES (ATTACH FV-214(S) FOR CREDIT):	
1. FEDERAL MARKET OFFICES:	\$ _____
2. SALARY & BENEFITS COST OF COLLABORATORS:	\$ _____
3. TRAVEL EXPENSES INCURRED BY COLLABORATORS:	\$ _____
4. TOTAL COLLABORATOR EXPENSE TO FEDERAL MARKET OFFICES:	\$ _____
(D) OTHER CREDITS DUE COOPERATOR (SPECIFY): _____	\$ _____
(E) TOTAL CREDITS DUE COOPERATOR:	\$ _____

Each of the lettered headings in Figure 3 above corresponds with a lettered heading in the instructions below. Each

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numbered subheading above corresponds with a numbered instruction below. Each of the blanks with a letter in parentheses above corresponds with a lettered instruction in parentheses below.

A. Market Credits Due State Per Agreement.

1. Cooperative Market Fees Collected by USDA/AMS.

Total amount of cooperative market fees collected by USDA/AMS for the Cooperator during the reporting period (same as amount on Section I, Part A, Figure 1, heading 7, blank a.

2. Plus Commercial Expenses. The amount charged to vendors for travel and miscellaneous expenses incurred by State inspectors in performance of cooperative market inspections (not assessable under the cooperative agreement).

3. Total Market Credits Due State. Sum of the total cooperative market fees collected by USDA/AMS and the total commercial expenses.

B. Inspections Conducted For Other FV Division Branches.

A completed form FV-213, Services Rendered to Other FV Division Branches, must be submitted with the FV-218 for each FVD branch program charged in order for USDA/AMS to collect the funds and reimburse the Cooperator. See Fresh Products Branch Directive 402 on how to properly complete form FV-213.

1. Inspection Fees. Total amount of fees to be collected by USDA/AMS to reimburse the Cooperator for inspections conducted for PPB, PACA, MOAB, or another FVD branch. This amount will be the same as that shown on blank a in Section I, Part A, Figure 1, heading 8. These fees will be reported as the hourly rate charged for each hour of service performed by the inspector(s). Add the charges for each inspector on the FV-213, and enter the total on the blank provided.

2. Reimbursable Expenses. Total amount of expenses incurred by inspectors during performance of inspection duties for the FVD branch. Add the expenses listed for each inspector on form FV-213 and enter the total on the blank provided.

3. Credits Due State Per Inspections Performed For:

a. Enter the name of the FVD Branch (i.e., PPB, PACA, MOAB, etc.) for which inspection work was performed. If inspections were performed for more than one FVD branch during the reporting period, enter the names of each of the branches, separating them with slash marks (/). The total "Inspection Fees" and total "Reimbursable Expenses" listed above should

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include the cost of the hours of service and reimbursable expenses charged each FVD branch on the FV-213s.

b. Sum of total "Inspection Fees" and total "Reimbursable Expenses."

C. Inspections Conducted by Collaborators for Federal

Markets. A form FV-214 must be completed and attached to the FV-218 when a State collaborator provides relief services for a Federal market office. This form is needed in order for USDA/AMS to collect the funds from the appropriate Federal market office to reimburse the Cooperator. See Fresh Products Branch Directive 403 on how to properly complete form FV-214.

1. **Federal Market Offices:** The name of the Federal market office for which inspection services were performed by the State collaborator. If there was more than one Federal market office for which inspections were conducted during the reporting period, list the offices and separate with slash marks (/).

2. **Salary & Benefits Cost of Collaborators:** Sum of the salary and benefits of each collaborator for all the Federal market offices for which inspection work was performed, refer to the FV-214(s).

3. **Travel Expenses Incurred by Collaborators:** Sum of expenses incurred for travel by each of the collaborators, refer to the FV-214(s).

4. **Total Collaborator Expense to Federal market offices:** Sum of total "Salary & Benefits Cost of Collaborators" and total "Travel Expenses Incurred by Collaborators."

D. Other Credits Due Cooperator: Specify and itemize each expense and enter it on the blank provided. Similar items may be accounted for together. If there are more than two types of miscellaneous expenses, the items can be entered on the same line with the costs of each in parentheses. See example in Section I, Part B, instruction 3.

The cost of rent for office space provided by the Cooperator to a Federal market office within the State should also be specified here. Cite the name of the Federal market office accruing the rent cost, the period covered by the rent cost, and the amount of the rent charged by the State. This cost will ultimately be charged to the Federal market office named, with that amount credited back to the SPI/CM Program of the Cooperator.

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E. Total Credits Due Cooperator: The sum of "Market Credits Due State Per Agreement," "Inspections Conducted for FV Division Branches," "Inspections by Collaborators for Federal Market Offices," and "Other Credits Due Cooperator."

IV. INSTRUCTIONS FOR COMPLETING SECTION THREE: BALANCE DUE If the "Total Credits Due USDA/AMS are greater than the "Total Credits Due Cooperator," enter "USDA/AMS" on the blank marked "payable to" and the difference between the totals is entered in the box to the right.

If the "Total Credits Due USDA/AMS are less than the "Total Credits Due Cooperator," enter the name of the Cooperator on the blank marked "payable to" and the difference between the totals is entered in the box to the right.

V. SIGNATURE BLOCK Both the State representative and the Federal supervisor shall review the FV-218 for completeness and accuracy then sign, if form is correct. If a Federal supervisor is unclear as to who the State representative is, contact the Regional Director for assistance.

VI. DISTRIBUTION OF FORM FV-218 AND ATTACHMENTS A. Original FV-218 and Original FV-213 and/or FV-214 and Other Attachments. Promptly forward the signed originals to the FPB Program Operations and Review Section (PORS) at the following address:

USDA, AMS, FVD, FPB
Federal/State Accounts
Program Operations and Review Section
Post Office Box 96456, Room 2056-South
Washington, DC 20090-6456

B. One copy of the FV-218 with attachments. To your regional office.

C. One copy of the FV-218 with attachments. To be retained by the issuing office

VII. PAYMENTS A. Balance Due Payable to USDA/AMS. The Cooperator shall remit a check made payable to "USDA, AMS, FVD, Fresh Products Branch" when the balance of Cooperator debits and credits is due USDA/AMS. Cooperating agencies may remit payments on a monthly or quarterly basis. Payments should be forwarded to the same address under Section V, Distribution of Form FV-218 and Attachments.

B. Balance Due Payable to Cooperator. At the end of each quarter, the total balance due the Cooperator will be remitted by USDA/AMS in a check payable to the Cooperator.

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VIII. CORRECTIONS
TO THE FORM FV-218
AND ATTACHMENTS

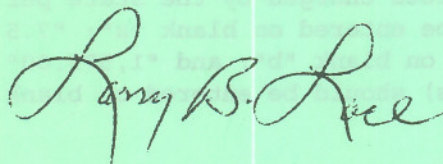
If a mistake is made in the reporting or calculation of inspection fees or costs, it is necessary to submit a corrected FV-218 which will supersede the incorrect copy. Be sure "CORRECTED" and the date the corrected FV-218 was issued are typed clearly at the top of the form. Follow the same procedure for mistakes made on accompanying FV-213 and FV-214 forms.

IX. ERRONEOUS
PAYMENTS

If the Cooperator issues a check for an incorrect amount or in duplicate of another payment, it is necessary that a memo be issued either from the State or the Federal supervisor describing the error and the month(s) of the FV-218(s) affected. An indication of how the error will be adjusted should be included in the memo (example, "A credit (or debit) will be taken on the FV-218"). All memos should be directed to the attention of the Management Analyst, PORS, FPB.

X. INQUIRIES

Please direct any questions regarding the completion of this form or the status of a Federal/State account to PORS at (202) 720-0391.



Branch Chief

Attachments

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EXHIBIT A: INSTRUCTION NO. 2., PART A, SECTION II

Example of attachment necessary when SPI work is provided on a contract basis:

Attachment to FV-218

GEORGIA

OCTOBER 1994

SHIPPING POINT INSPECTION WORK UNDER CONTRACT

Apples \$15,000 @ 7.5% = \$1,125.00

Peaches \$6,000 @ 7.5% = \$450.00

Total assessment on contract work = \$1,575.00

"Apples/Peaches: should be entered on the blank provided;
"21,000" (sum of fees charged by the State per both
contracts) would be entered on blank "a"; "7.5 percent"
should be entered on blank "b"; and "1,575.00" (sum of
assessment on fees) should be entered on blank "c".

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EXHIBIT B: INSTRUCTION NO. 1, PART B., SECTION II

Example of attachment showing breakdown of the costs of a
Federal inspector's salary and benefits:

Attachment to FV-218

Georgia

October 1994

SALARY AND BENEFITS COST OF FEDERAL INSPECTORS

FEDERAL INSPECTOR: Roger Dunn
Savannah, GA

Salary:

Period: April 1 - 30, 1994

22 working days @ 96.88	\$2,131.36
7 hours overtime @ \$18.16	\$127.12
8 hour holiday worked double shift	\$96.88
Total Salary	= \$2,355.36

Benefits

Health Insurance: April 1 -30, 1994 (22 working days)	\$170.50
Life Insurance: April 1 -30, 1994 (22 working days)	\$5.72
Retirement for April 1994	\$283.46

Total Benefits = \$459.68

**Total payments
advanced by USDA
for time of**

Roger Dunn = \$2,815.00

**FEDERAL - STATE COOPERATIVE AGREEMENT
MONTHLY FINANCIAL REPORT**

COOPERATOR

MONTH AND YEAR

COOPERATIVE AGREEMENT NO.

CREDITS DUE USDA / AMS

ASSESSMENT ON COOPERATOR INSPECTION FEES:

SHIPPING POINT INSPECTION FEES: \$ @ % = \$
SHIPPING POINT INSPECTION FEES PER CONTRACT (specify):
..... \$ @ % = \$
FARMERS' STOCK PEANUT INSPECTION FEES: \$ @ % = \$
PROCESSING INSPECTION FEES: \$ @ % = \$
INSPECTOR - WEEKS FOR PROCESSING INSPECTOR(S): @ \$ = \$
COOPERATIVE MARKET INSPECTION FEES: \$ @ % = \$
COOPERATIVE MARKET INSPECTION FEES COLLECTED BY USDA / AMS: \$ @ % = \$
INSPECTION FEES CHARGED OTHER FVD BRANCHES: \$ @ % = \$
TOTAL ASSESSMENT ON INSPECTION FEES: \$

REIMBURSABLE PAYMENTS ADVANCED BY USDA :

SALARY & BENEFITS OF FEDERAL INSPECTORS UTILIZED TO PERFORM COOPERATIVE MARKET INSPECTIONS
(SUBMIT ATTACHMENT WITH CALCULATIONS OF COST):

FEDERAL INSPECTORS:

NAME \$
NAME \$
NAME \$

TOTAL COST OF FEDERAL INSPECTORS' SALARY & BENEFITS: \$

COOPERATIVE MARKET INSP. FEES CHARGED BY FED. SUPERVISOR: ... \$ @ 92% \$

COOPERATIVE MARKET EXPENSES CHARGED BY FED. SUPERVISOR: \$

MISCELLANEOUS EXPENSES (specify): \$

TOTAL PAYMENTS REIMBURSABLE TO USDA / AMS BY COOPERATOR: \$

TOTAL CREDITS DUE USDA / AMS: \$

CREDITS DUE COOPERATOR

MARKET CREDITS DUE STATE PER AGREEMENT :

COOPERATIVE MARKET FEES COLLECTED BY USDA / AMS \$

PLUS COMMERCIAL EXPENSES \$

TOTAL MARKET CREDITS DUE COOPERATOR: \$

INSPECTIONS CONDUCTED FOR FV DIVISION BRANCHES (attach FV-213(s) for credit):

INSPECTION FEES \$

REIMBURSABLE EXPENSES \$

CREDITS DUE COOPERATOR PER INSPECTIONS PERFORMED FOR: \$

INSPECTIONS BY STATE COLLABORATORS FOR FEDERAL MARKETS (attach FV-214(s) for credit):

FEDERAL MARKET OFFICES:

SALARY & BENEFITS COST OF COLLABORATORS \$

TRAVEL EXPENSES INCURRED BY COLLABORATORS \$

TOTAL STATE COLLABORATOR EXPENSE TO FEDERAL MARKET(S) \$

OTHER CREDITS DUE COOPERATOR (specify) \$

TOTAL CREDITS DUE COOPERATOR: \$

BALANCE DUE

PAYABLE TO \$

WE CERTIFY THAT THE FEES AND COSTS SHOWN ABOVE ARE ACCURATE TO THE BEST OF OUR KNOWLEDGE.

SIGNATURE OF COOPERATOR REPRESENTATIVE

DATE

SIGNATURE OF FEDERAL REPRESENTATIVE

DATE

FOR USDA / AMS USE

DATE FV-218 RECEIVED:

DATE PAYMENT RECEIVED:

CHECK TRANSMITTAL:

Date: No.:

☐ QUARTERLY

☐ MONTHLY